

2007

**HURRICANE
PREPAREDNESS
PLAN**

**NATIONAL MARINE
FISHERIES SERVICE
PASCAGOULA
FACILITIES**

**NATIONAL MARINE FISHERIES SERVICE, PASCAGOULA
FACILITIES
HURRICANE COMMITTEE HOME PHONE NUMBERS
& EMERGENCY INFORMATION**

**FIRE, POLICE OR AMBULANCE.
..... DIAL 911**

**JACKSON COUNTY EMERGENCY MANAGEMENT
& CIVIL DEFENSE.....**

**DIAL 228-769-3111
EMPLOYEES SHOULD ATTEMPT TO REACH THEIR
SUPERVISOR (LISTING ON YELLOW CARD) FIRST, THEN
DESIGNATED CALL IN NUMBER DIAL.....DIAL
877-NMFS-911**

**MISSISSIPPI HURRICANE EVACUATION GUIDE online
http://www.mdot.state.ms.us/cetrp/ms_coastal_hurricane_05_01_06.pdf**

**NOAA SHIPS *OREGON II* & *GORDON GUNTER*
COMMUNICATIONS
NOAA/NMAO, NORFOLK, VA
CHIEF OF OPERATIONS.....
DIAL 757-441-6842**

RADIO STATIONS
K99-99.1 FM WGUD-106.3 FM WKKY-104.9 FM

TELEVISION STATIONS

<u>PASCAGOULA</u>	<u>BILOXI</u>	<u>MOBILE</u>
CABLE ONE	WLOX 2	WKRG 5
(CHANNEL 13)		WALA 10

HAM RADIO FREQUENCY
3.862 MZ

HURRICANE COMMITTEE	HOME PHONE	CELL PHONE
Perry Thompson, Chairperson	762-1204	228-219-
1319		
Cheryl Hinkel, Vice Chairperson		228-217-
4606		
Karen Mitchell	475-0026	228-341-
0842/5138		
William "Trey" Driggers	872-4454	228-424-
8889		

6575	Wendy Taylor	769-9678	228-623-
	Dan Foster	497-3375	228-623-4915
	Chad Lefferson	818-6634	228-218-1892
	Jayson Chatman		228-326-0088
	Mark McDuff	769-2241	228-623-
6439	Tom Lukowicz	251-635-1789	251-767-9652
	Jim Rowe	872-2614	228-235-9898
1925	Susan Reppel		228-623-
	John Tennyson	875-8112	228-369-9657
	Kenneth Powell	392-4847	228-369-4826
	Barbara Comstock		872-1555
	LaGena Fantroy	475-6133	228-623-4240
	Alonzo Hamilton	601-372-9856	601-201-2723

NATIONAL MARINE FISHERIES SERVICE, PASCAGOULA FACILITIES HURRICANE PREPAREDNESS PLAN

PURPOSE:

On average, Pascagoula has been hit every five years by a tropical system. Because of its physical location, the Pascagoula Laboratory could be damaged in a severe storm by flooding and wind. A Hurricane Preparedness Plan has been implemented to prepare facility personnel and adequately secure the Laboratory for future tropical storms or hurricanes.

HURRICANE COMMITTEE:

A Hurricane Committee has been established to monitor approaching hurricanes, advise the Laboratory Directors, secure the Laboratory from a tropical storm or hurricane and assist in the clean up after a storm. Members and alternates of the Hurricane Committee are appointed yearly by their supervisors.

2007 COMMITTEE MEMBERS

Southeast Vessel Coordinator -	Perry Thompson, Chair
Division of Resource Surveys - (three appointees)	Karen Mitchell William "Trey" Diggers
Officer	Alonzo Hamilton, Lab. Safety
Division of Harvesting Systems - (two appointees)	Wendy Taylor Dan Foster

Administrative Officer -	Cheryl Hinkel, Vice-Chair
Facilities –	Jayson Chatman
Data Management - (three appointees)	Mark McDuff LaGena Fantroy Tom Lukowicz
Port Captain’s Office -	Jim Rowe
National Seafood Inspection Lab - (three appointees) (Navy Home Port)	John Tennyson Kenneth Powell Barbara Comstock
Technical Services (DASS) -	Susan Reppel
IAP -	Chad Lefferson

SECURING THE FACILITY:

Emergency equipment and supplies found in **Attachment 1** must be purchased by the Maintenance Worker no later than June 1st. The following weather conditions pertain to all tropical systems with winds greater than 39 mph. These weather conditions will be used by this facility to prepare for approaching tropical systems.

CONDITION 4: Tropical storm or hurricane forecast to enter the Gulf of Mexico within [the next] 72 hours. The Hurricane Committee Chairperson will monitor NOAA weather stations and alert the Mississippi Laboratory Directors on the status of the storm/hurricane.

CONDITION 3: Tropical storm or hurricane forecast to enter the Gulf of Mexico within [the next] 48 hours. The Hurricane Committee Chairperson or Vice-Chair will call a meeting to brief the Hurricane Committee on the status of the storm and then make recommendations to the Directors. All laboratory employees will be notified by e-mail informing them of the status of the storm/hurricane.

CONDITION 2: Tropical storm or hurricane 24 hours from the Gulf of Mexico. The Hurricane Committee Chairperson will implement the hurricane plan and the coordination of activities leading up to and after a hurricane strikes the laboratory. Employees will be urged to assist with Laboratory hurricane preparation. Hurricane Standard Operating Procedures (SOP) have been developed for each of the NOAA Fisheries Teams, see attachments. The Hurricane Committee will begin implementing their assigned responsibilities listed below:

HURRICANE COMMITTEE ASSIGNMENTS: If it appears that weather Condition 3 will occur on a weekend, the Hurricane Committee members or their alternates will be responsible for securing their area of responsibility within the Laboratory.

- a. Employees are required to update their evacuation plans, back up their data, and begin packing important documents and equipment. Employees are responsible for securing their equipment and data.
- b. The Resource Surveys appointees will be responsible for security of the Resource Surveys area in the trailers, the Convent Street building and warehouse. Each of the Resource Survey Team Leaders will begin implementing their Team SOP for hurricane preparation.
- c. The Harvesting Systems appointees will follow their SOP and are responsible for securing the dock warehouse, loose equipment on the dock, coordinating with NMAO the docking of the (NOAA Ships) *Oregon II* and *Gordon Gunter*, securing the Laboratory small boats, the *Caretta*, *Gandy* and *HST-1*.
- d. The Facility appointees will implement their SOP. The Administrative Officer will assist the Chairperson and fill in as acting Chairperson in his or her absence. The Administrative Officer will be responsible for the

overall security of the facility. The Facility Maintenance Worker will secure the grounds around the Convent Avenue building, government vehicles, trailers, out-buildings and distribute hurricane supplies and material to laboratory personnel. The Librarian will be responsible for securing the library.

- e. The Data System appointee will implement the Data Management SOP and will be responsible for security of data files, backing up data and computer equipment within all computer rooms. In addition, the appointee will assist, if needed, other facility personnel with their computers.
- f. The Port Captain will be responsible for coordination with Harvesting the docking of the (NOAA Ships) *Oregon II* and *Gordon Gunter*, securing the Port Captain office and the vessel equipment stored in the warehouse.
- g. The NSIL appointees will be responsible for securing NSIL area of responsibility at the Navy Home Port.

PROCEDURES FOR SECURING EQUIPMENT, DATA RECORDS IN TRAILERS

- a. All essential equipment, books and supplies should be packed in plastic tubs and moved to the designated safe area. Equipment such as PCs, microscopes, radios, power tools, boat electronics and other electronic equipment that cannot be moved to a secure place should be disconnected, wrapped in plastic bags and moved into the warehouse mezzanine.
- b. Laboratory personnel are required to back up all files on their personal computers and take important files with them if possible. Employees with lap tops are required to take them when they evacuate.
- c. Desks and file cabinets should be moved away from windows and covered with plastic. Important files should be sealed in plastic bags or plastic tubs. All loose office material should be stored in a safe place.
- d. All out-buildings should be tied down and locked. Important supplies, equipment and files in the out-buildings should be sealed in plastic bags or tubs and moved to a designated safe area.
- e. All files and electronic equipment at the dock warehouse should be moved to the warehouse mezzanine or to the designated safe area. Hurricane Katrina flooded the dock area with nine feet of water. The dock area is approximately 7.5 ft above sea level.

CONDITION 1: Tropical storm or hurricane is 48 hours from impacting the Mississippi, Louisiana and Alabama coast. All government vehicles are to be filled with gas and moved to either Stennis Space Center or to the designated safe area. The Hurricane Committee will meet and complete final preparation for securing the Laboratory. Administrative leave can be issued no earlier than Condition 1 and only by your Laboratory Director. ADMINISTRATIVE LEAVE POLICIES can be found in NOAA Personnel Handbook, Chapter 12, Section 11. If Condition 1 occurs over a

weekend, the Hurricane Committee or their alternates will be responsible for securing their assigned area. (See note on page 4)

The Port Captain has filed a hurricane plan for security of those NMAO vessels (*Oregon II/Gordon Gunter*) in port.

CONDITION 0: Tropical storm or hurricane is 24 hours from the Mississippi Laboratory. Pascagoula Facility is **CLOSED**. Employees **will not be allowed back into the facility until the all clear is given.**

ALL CLEAR: Employees will call if possible the designated lab phone number AND 1-877-NMFS-911 to report their status. If possible, employees should return to work as soon as possible after the all clear has been announced by the Civil Defense. In the event that the facility has been severely damaged or inaccessible, all employees will be assigned an alternate duty station by their Laboratory Director.

IF THE BUILDING IS DAMAGED BY WATER OR WITHOUT POWER, **DO NOT** ENTER THE AREA OR TURN ON ANY ELECTRONIC EQUIPMENT UNTIL THE ALL CLEAR IS GIVEN.

- a. Committee members and alternates that did not evacuate should make a special effort to check on the Laboratory as soon as possible to make a damage report to the Hurricane Chairperson or Facility Administrative Officer.
- b. All employees will be expected to assist in Laboratory and dock cleanup and repairs once the all clear has been given.
- c. News of family and property will be relayed to vessel crew and scientists by either the Port Captain, Hurricane Chair or the Lab Administrative Officer via the NMAO Chief of Operations in Norfolk, VA.
- d. Committee members and Laboratory personnel should make an effort to assist other Laboratory personnel and the county emergency disaster service if needed. (Same as above)

NATURAL DISASTER SHELTERS:

This facility is not designed as an official disaster shelter. Due to liability problems that could occur from injuries to employees or their families, it is requested that all Laboratory personnel use shelters designated by their local Civil Defense rather than Laboratory facilities.

ATTACHMENT 1

EMERGENCY EQUIPMENT AND SUPPLIES NEEDED TO SECURE LAB & EQUIPMENT:

- a. Generators and fuel for the generators (100 gallons diesel).
- b. Sheet plastic (10-one hundred by two hundred foot rolls).
- c. Duct tape (20 rolls).
- d. Masking tape (50-ft rolls).
- e. Heavy duty garbage bags (400 bags).
- f. Emergency first aid kits (4).
- g. Hurricane tie-down for out-buildings and trailer (50).
- h. Plywood 4'x 8'x 12" (10 sheets).
- h. 100 large plastic tubs. (with lids)

ADMINISTRATIVE TEAM HURRICANE PREPAREDNESS STANDARD OPERATING PROCEDURE

TEAM MEMBERS:

Cheryl Hinkel, Administrative Officer
Jayson Chatman, Maintenance Person
Gayla Fornea, Program Management Specialist
Mariel Hughes, Program Support Asst.
Claudette Bush, Office Automation Clerk

EQUIPMENT:

Computers – The Admin. Team members listed above will backup their individual computers. Laptops will be evacuated with employees. Desktops will be moved to designated hurricane preparedness storage area by Jayson Chatman.

Office equipment will be moved to designated area as follows:

Mail equipment – Claudette Bush
Fax equipment – Cheryl Hinkel
Typewriters – Mariel Hughes
Printer – Gayla Fornea

Copier – will be moved to east-west hallway, wrapped in heavy-duty tarp, and taped securely by Jayson Chatman and Cheryl Hinkel.

Vehicles will be moved to designated area (total of 9 vehicles- Harvesting Team will be responsible for 3 vehicles assigned to their Team). All team members listed above will assist in driving the vehicles to safe area.

Maintenance tools and equipment will be moved to designated area by Jayson Chatman.

FILES AND SUPPLIES:

Files – Each listed Admin. Team Member is responsible for packing their files in plastic containers. Containers will be moved to designated area by Jayson Chatman.

Supplies – Claudette Bush will place office supplies in plastic tubs and put on highest shelves.

Desk and cabinets-Office furniture will be covered in plastic by Cheryl Hinkel, Gayla Fornea, Mariel Hughes and Claudette Bush.

DASS Hurricane Preparedness Plan

Susan Reppel	(228)623-1925
Lenora Williams	(228)243-2449 – work cell
Janette Hamilton	(228)324-7276 – cell
Jill Hyland	(228)326-7054
Judy Stone	(228)243-2465 – work cell

The DASS Team will follow the NMFS Pascagoula Facilities Hurricane Preparedness Plan. In addition:

1. Each team member will inform the team leader of their intended evacuation plan.
- 2 All team members will back up critical data.
- 3 All team members will take personal laptops when they evacuate.
- 4 Each team member will take critical log books with them.
- 5 Lenora will take personnel files and any other critical information to the second floor of the Convent Street Building for storage.
- 6 Unplug electronics, store off the floor. Wrap remaining equipment in plastic. Cover desks with plastic.
- 7 Each team member will have an emergency contact card. After the storm passes, each team member will contact team leader. Once the all clear has been given, team members may return to Dantzler Building to clean up and/or secure equipment.

Data Management Team Hurricane Preparations

This document outlines hurricane preparations required by the data management team in the threat of a hurricane. The object of the plan is to establish procedures to protect the NMFS Mississippi Laboratories' investment in data and equipment as well as to protect the lives of personnel.

Data and Systems Backups

1. All MSLABS domain users are provided with a backup directory on MSLABSBACKUPS. Users are encouraged to run regular backups to this machine. This machine will be backed up to tape each Friday evening. In the event of an approaching storm, an additional backup will be run as preparations begin, 72 hours before predicted landfall. An e-mail will be sent to all users 30 minutes prior to the backup. The system will be removed from the network, backed-up and secured.
2. The Oracle database systems (oracledb, oracleas, oracleddev, and fscs2server) will be backed up each weekend and 72 hours prior to landfall. The oracle databases will be replicated offsite with updates on Mondays, Wednesdays and Fridays. After the final backups, the systems will be secured and moved to the designated storage site.
3. The Windows domain server, FTP server, web server, oracle connection manager and domain names system server will be incrementally backed up weekly and 72 hours prior to predicted storm landfall. The systems will be secured and moved to the designated storage area.
4. Shipboard data will be backed up at the end of each leg when the ship is accessible and at the end of the cruise.
5. Each data management team member is required to back up all current work and documentation at least weekly to external hard drive and/or CDs or DVDs. Team members should backup any information required to continue working from home or an alternate site and take it with them when they leave.

Trailers, beginning 72 hours prior to landfall

1. All FSCS and SCS equipment should be secured and moved to the designated storage area.
2. All data sheets and file cabinets should be secured and moved to the designated storage area.
3. All desktop computers, printers and plotters should be secured and moved to the designated storage area.
4. All network equipment should be secured and moved to the designated storage area.

All Offices

All offices should be secured. Electronic equipment should be unplugged. Loose items should be boxed or stored in cabinets/drawers. All furniture and equipment should be covered with plastics and/or stretch wrapped to protect against moisture. Nothing should be left loose or on floors.

Personnel Assignments:

Philip Ebenezer :

1. Backup and secure all oracle systems
2. Provide copy of backups to data management team leader
3. Secure desk and personal items.
4. Provide support in securing computer room.
5. Support the remainder on DM team.

Tom Lukowicz :

1. Backup and secure windows domain server, FTP server, DNS server, Web server and network monitoring systems
2. Backup and secure the backup system
3. Provide copy of backups to DM team leader
4. Secure network hardware
5. Secure desk and personal items
6. Secure computer room

Rosanne Brasher, Gladys Reese, Greta Wells and April Jahncke

1. Backup all current cruise processing work
2. Secure all desk and personal items.
3. Secure all datasheets and documentation
4. Support the remainder on DM team.

Chuck Schroeder:

1. Backup and secure all current work and ship data.
2. Backup and secure all shipboard data if available
3. Secure all FSCS and SCS equipment
4. Secure all desk and personal items.
5. Secure trailer
6. Support the remainder on DM team.
- 7.

LaGena Fantroy:

1. Secure library collection and moved to designated storage area.
2. Backup and secure all library IT equipment Support the remainder on DM team.
3. Secure all desk and personal items.
4. Support the remainder on DM team.

Ian McCoy:

1. Backup and secure all current work and documentation.
2. Backup and secure all SSC servers
3. Oversee SSC IT equipment
4. Secure copies of all SSC backups for offsite storage

Mark McDuff:

1. Backup and secure GIS, Intranet, Internet and development machines. Move to designated area.
2. Secure all documentation, notes and current work
3. Secure all desk and personal items.
4. Collect contact information and plans from each team member
5. Collect backups and provide secure storage
6. Assist in backups and securing servers and network
7. Support the remainder on DM team.

Additional notes and concerns:

1. Damaged data sheets are still in semi-trailers
2. Data sheets are stored in a trailer, need manpower to move
3. Library is located in trailer, need manpower to move
4. Trailers have no ramps or loading docks
5. Need to replace hand truck lost in Katrina
6. Need to develop / procure backup system
7. Establish offsite Oracle database, Silver Spring or with Bob Larsen
8. Procure watertight case to store and move offsite backups
9. Procure tapes, CDs and DVDs

Harvesting Hurricane Evacuation Plan

Primary POC- Wendy Taylor (228) 623-6575
Secondary POC- John Watson (228) 623-1930
Alternate POCs- Kendall Falana (251) 591-9351
Dale Stevens (228) 623-4916

- Small boats will be taken inland and secured:
F/V Caretta- Inland, Pascagoula River
Capt. Drew Hopper- (228)623-3320
F/V Gandy- Inland, Bayou La Batre, AL
Capt. Lionel LaForce- (228) 623-1931
F/V HST- Inland, Bayou La Batre, AL
Capt. Butch Sutton- (228) 243-1075
R3, Parker, RHIB Dive Boat, and Sea Fox will be secured in the Harvesting compound- Kendall Falana (251) 591-9351 Primary POC, Jack Forrester (251) 656-6592 Alternate, Dale Stevens (228) 623-4916 Alternate
- (2) Clark forklifts will be loaded on 12 ton trailer and taken to predetermined site – Kendall Falana (251) 591-9351 Primary POC, Jack Forrester (251) 656-6592 Alternate, Dale Stevens (228) 623-4916 Alternate
- Aux. fuel tanks will be topped off and secured on 12 ton trailer and taken to predetermined site: 250 gal. Diesel & 220 gal. Gas- Wendy Taylor (228) 623-6575 Primary POC, Kendall Falana (251) 591-9351 Alternate, Jack Forrester (251) 656-6592 Alternate
- Small generators will be put on mezzanine - Kendall Falana (251) 591-9351 Primary POC, Jack Forrester (251) 656-6592 Alternate, Dale Stevens (228) 623-4916 Alternate
- Welders will be lifted to mezzanine level - Kendall Falana (251) 591-9351 primary, Jack Forrester (251) 656-6592 Alternate, Dale Stevens (228) 623-4916 Alternate
- Tools- Put in Storage room on mezzanine level - Kendall Falana (251) 591-9351 Primary POC, Jack Forrester (251) 656-6592 Alternate, Dale Stevens (228) 623-4916 Alternate

- Hazmat cages (2) will be secured to hazmat locker - Wendy Taylor (228) 623-6575 Primary POC, Kendall Falana (251) 591-9351 Alternate, Jack Forrester (251) 656-6592 Alternate

Page 2 of 2

- Computers and data backup – Each Harvesting employee is responsible for their respective computer and data backup
- Video Tapes and Equipment will be stored in the Storage room on the mezzanine level – Dominy Hataway (251) 463-8867 Primary POC, Lee Saxon (228) 249-3097 Alternate, Dan Foster (228) 623- 4915 Alternate
- Harvesting Files will be placed in the storage room on the mezzanine level – John Mitchell (228) 341-5138 Primary POC, Jeff Gearhart (228) 369-4265 Alternate, Nick Hopkins (228) 369-9317 Alternate
- Dive gear locker – Compressors will be placed on the mezzanine level – Dominy Hataway (251) 463-8867 Primary POC, Lee Saxon (228) 249-3097 Alternate, Nick Hopkins (228) 369-9317 Alternate
- All Harvesting divers will be responsible for their own dive gear

**Hazardous Materials and Waste Management
Hurricane Response Plan
2007**

**Safety Officer's Responsibility
(Alonzo N. Hamilton, Jr.)
(601-201-2723)
Alonzo.N.Hamilton@noaa.gov**

This document outlines hurricane preparations for the secure storage and removal of hazardous materials and waste prior to hurricane landfall or other natural disasters. The object of this plan is to establish procedures to protect NMFS Mississippi Laboratories' from the harmful release of chemicals into the community and environment at large.

Standard operational procedures include:

1. Conduct a monthly inspection on the condition of all hazmat lockers located at the dock, new warehouse, net shed, lab, and Dantzler building.
2. Compile list and amount of chemical at designated sites.
3. Monthly track and document all hazardous material that are located in the three lab outside hazmat lockers and all the hazmat lockers located in the lab, Dantzler building, new warehouse and net shed.
4. Monitor and track proper recycling, removal and disposal of chemical hazards to and from the Mississippi Laboratories work site.

Hurricane preparedness operational procedures include:

1. Locate a safe location within commuting distance for storing hazardous material.
2. Obtain clearance from county emergency management service for window of opportunity to transport chemicals before mandatory evacuation and subsequent landfall.
3. At hurricane Condition 5, dispose of any used hazardous material, i.e. lube oil, engine oil, alcohol, formaldehyde.

4. At hurricane Condition 3, transport all hazardous material to the designated safe location as per coordination with county emergency management service clearances.
5. Return all hazardous material to the lab once the all clear has been given.

Marine Mammal Team Hurricane SOP 2007

Contacts:

Keith Mullin (Team Leader)

Home phone: 228-474-1631

Cell phone: 228-623-9084

Carrie Barry

Home phone: 228-497-5835

Cell phone: 228-369-8353

Kevin Barry

Home phone: 228-497-5835

Cell phone: 228-369-8350

Paula Moreno

Home phone: 409-515-1226

The Mammal Team's Hurricane Preparation Plan.

- Warehouse – Place all non-critical all items in the loft. The Mammal Team will take critical items to the Designated Safe Area. The following items stored in the warehouse are critical: 5 pair bigeye binoculars, 3 biopsy rifles, “flying bridge electronics”, and 15 handheld radios.
- Office (FEMA Trailer #6) – Each Mammal Team member will take their laptop computer with them during an evacuation. One desktop computer, 4 digital cameras and lenses, microtome, aerial small boat survey electronics, and boxes with survey notebooks and data CDs will be taken to the Designated Safe Area.

**Hurricane Preparedness Plan
Standard Operating Procedure for Personnel Support Team**

Team Members:

Karen Mitchell – Team Leader
Michael Hendon
Carrie Horton
Dean Landi
John Moser

Cell Phone Numbers:

228.341.0842/5138
228.313.9941
228.249.1351
850.866.3768
251.454.1252

Christina Schobernd
Michael Felts
Marcus Drymon
Brandi Trigg

541.961.3538
228.313.1114
228.238.2746
228.547.2368

Carolyn Burks
Christian Jones
Zeb Schobernd

228.623.3925
228.257.9261
541.961.3538

Joseph Salisbury

228.219.0672

Adam Pollack

201.819.5723

1. All team members are responsible for backing up critical data.
2. All team members with laptop computers will take them when they evacuate.
3. All critical files and equipment (tapes, etc.) will be taken to Stennis Space Center.
 - a. Filing cabinets in trailer 4 with reef fish station sheets will be taken to Stennis.
 - b. Reef fish tapes in black water tight boxes in trailer 4 & 7 will be taken to Stennis.
 - c. All tape players and monitors in trailer 4 will be taken to Stennis.
4. All printers and computers will be taken to Stennis. Everyone will be responsible for getting their own computer and printer onto the truck to Stennis. All desks will be covered with plastic by each individual. If someone is at sea or out others will help in covering desks with plastic.

5. Support other teams:

- a. Transfer cars, trucks to a safe area – Carrie Horton, Carolyn Burks, Adam Pollack
- b. Carry files & tapes to safe trailer, Stennis, etc. – Brandi Trigg, Michael Felts, Zeb Schobernd
- c. Help with small boats – Dean Landi, Michael Hendon
- d. Secure data files – John Moser, Marcus Drymon, Christina Schobernd
- e. Secure library material – Joseph Salisbury, Christian Jones

After the storm all team members will check in with NOAA number and with the team leader. Once the all clear has been given all team members will report to the laboratory to aid in clean up if necessary.

**Hurricane SOP's for SEAMAP Plankton Lab and Offices in the
Dantzler Building
(Suite C) and the Plankton Storage area in the 'New
Warehouse'**

Personnel in charge of equipment and critical contents removal and/or protection are the

Plankton Team members: Joanne Lyczkowski-Shultz, Pam Bond, Connie Cowan, David Hanisko, Denice Drass, Glenn Zapfe, and Lanora Lang. Plankton Team members will take their individual, government issued laptop computers with them when they evacuate.

Dantzler Building: Equipment and files to be removed to safer location (either off site or to a higher location within the building):

Location- main (front) room

- Six, stereomicroscopes with their external light sources and associated computers (including monitors and keyboards); Team members will backup contents of the microscope computers on a weekly basis and prior to their removal from the building.
- One Cannon scanner and its dedicated computer (monitor and keyboard) on the work table behind Connie's desk
- One large printer on a stand at north wall
- All file drawers (containing essential data sheets and literature) marked with a large RED sticker (or label) will be removed or placed on top of file cabinets or other office furniture.
- All vials and boxes of vials of larval fish specimens located in the lab space of each Team member's cubicle will be removed. Team members who will be on travel or leave status during hurricane season will be responsible for placing all specimens they are working on in set up boxes and organizing this material so that it can be easily and quickly moved.

Location- David's office (north side of hall)

- One desktop computer with two monitors and a power back-up unit
- All file drawers (containing essential data sheets and literature) marked with a large RED sticker (or label) will be removed or placed on top of file cabinets or other office furniture.
- Essential books will be placed on top shelves of book cases and RED stickers (or labels) will denote those shelves of books that are to be packed and moved.

Location- Joanne's office (south side of hall)

- All file drawers (containing essential data sheets and literature) marked with a large **RED** sticker (or label) will be removed or placed on top of file cabinets or other office furniture.
- Essential books, reports and journals will be placed on top shelves of book cases and **RED** stickers (or labels) will denote those shelves of books that are to be packed and moved.

Page 2 of 2

Location- Archive Room adjoining Joanne's office

- All boxes of larval fish specimens will be removed.
- One, fluorometer and associated supplies (to be found in separate and clearly marked boxes) will be removed.

Plankton Storage area in the 'New Warehouse'

All archived plankton samples, equipment and supplies that cannot withstand water intrusion to the building will be kept up in the loft area above the ground floor. Sturdy field equipment and supplies will be located on the ground floor. We do not foresee the need to remove items from the Plankton storage area.

Reef Fish Team Hurricane SOP

The reef fish team at Pascagoula includes Kevin Rademacher, Paul Felts, and Brandi Trigg. Reef fish team response to a hurricane warning includes data backups, and securing reef fish data sheets, personal computers, video tapes, electronic equipment and tools.

Item	Action
PCs	PCs should be removed from the trailers and taken to the designated safe area by the Reef Fish Team members. Laptops can be taken home or to any evacuation site.
Data back ups	All data on PC's will be backed up by Reef Fish Team members. First line backups will be the MSlabsbackup\backups server. Second line backups include coping of files to portable thumb drives and portable hard drives. Tertiary backups will be to record files to DVDs. Backups must be stored separate from the PCs. Multiple copies of DVDs are required.
Data sheets	Time in and time out data sheets from tape viewers should be collected. These should be stored with the remaining data sheets in zip lock bags, in containers, and taken to the designated safe area by the Reef Fish Team.
Video Tapes	All tapes and tapes that are in the process of viewing should be collected. All tapes should be place in water-tight containers and taken to the designated safe area by Reef Fish Team members.
VCRs/Monitors	Will be taken to the designated safe area by the Reef Fish Team members.
Camcorders	Placed inside their underwater housings and taken to the designated safe area by the Reef Fish Team members.
Gear in storage cage	Move tools up to mezzanine.
Array	Leave in dock storage area and tied down.

Hurricane Preparedness Plan Standard Operating Procedure (SOP) for Secretaries

Secretaries:

Diane Cantrell
0137 cell
Velda Harris
Louise Wong

Phone Numbers:

228-497-6410 home/228-327-
228-475-9305 home
228-235-0516 cell

1. All secretaries will make themselves familiar with the Lab's 2006 Hurricane Preparedness Plan.
2. All secretaries are responsible for backing up critical data.
3. All secretaries with laptop computers will take them when they evacuate.
4. All critical files and equipment will be prepared for removal to the designated safe storage location.
5. Computers and printers will be secured and stored according to the 2006 Hurricane Preparedness Plan.
6. Desks, file cabinets and furniture will be covered with plastic by each individual.
7. Support for accomplishing listed preparations will be provided each secretary by individuals tasked by the Hurricane Committee Chairman.
8. When possible, secretaries will support other teams and individuals with preparations.

After the storm, secretaries will check in with NMFS and/or their supervisor. Once the all clear has been given, secretaries will report to the laboratory to aid in clean up, if necessary.

SHARK TEAM HURRICANE SOP

Team Leader- Mark Grace

Team Members- Lisa Jones

Trey Driggers

All items to be removed by the Shark Team from trailer 6, the offices of Lisa Jones, Trey Driggers and Mark Grace. Provided any shark team member is not at sea, they will assist with hurricane preparations.

Lisa Jones

- Meiji scope and external light source.
- Dissecting scopes (6, in white boxes) and 2 light sources
- All items from the desk, desk drawers and overhead cabinets, and credenza.

Trey Driggers

- All items from the desk, file cabinet, desk drawers and overhead cabinets, and credenza. It's not necessary to remove dive wet suits.

Mark Grace

- All items from the desk, desk drawers and overhead cabinets, and credenza; in particular a folder in the right hand drawer of Mark's desk, folder of personnel documents marked "Hurricane Items".

Warehouse, shark team storage area

- All items to be removed will be located on shelving marked "Hurricane Items".

Trawling Surveys Equipment to be Secured in the Event of a Hurricane

Andre Debose – Lap-top PC to be secured by himself. If he is out of the lab and his lap-top is at his desk, it shall be moved to the mezzanine level of the warehouse by the Trawling Surveys Team Leader, Butch Pellegrin, or his designee.

Alonzo Hamilton – Lap-top PC to be secured by himself. If he is out of the lab and his lap-top is at his desk, it shall be moved to the mezzanine level of the warehouse by the Trawling Surveys Team Leader, Butch Pellegrin, or his designee.

Walter Ingram – Lap-top PC to be secured by himself. If he is out of the lab and his lap-top is at his desk, it shall be moved to the mezzanine level of the warehouse by the Trawling Surveys Team Leader, Butch Pellegrin, or his designee.

Kim Johnson – Lap-top PC to be secured by herself. If she is out of the lab and her lap-top is at her desk, it shall be moved to the mezzanine level of the warehouse by the Trawling Surveys Team Leader, Butch Pellegrin, or his designee.

Butch Pellegrin – Lap-top PC to be secured by himself. If he is out of the lab and his lap-top is at his desk, it shall be moved to the mezzanine level of the warehouse by a designee.

Nathaniel Sanders – Desk-top PC to be secured by himself. If he is out of the lab and his PC is at his desk, it shall be moved to the mezzanine level of the warehouse by the Trawling Surveys Team Leader, Butch Pellegrin, or his designee.

The Trawling Surveys Team will also assure that 11 electronic weighing scales and 6 electronic measuring boards will be moved to the mezzanine level of the warehouse to prevent damage from flood waters.